



PERMITTING AND DEVELOPMENT REVIEW DIVISION  
FREDERICK COUNTY, MARYLAND  
*Department of Permits and Inspections*

30 North Market Street • Frederick, Maryland 21701  
Phone (301) 600-2313 • Fax (301) 600-2309

**BUILDING PERMIT INFORMATION  
BASEMENT FINISH**

**Submittal Requirements**

- ☐ 1. Completed application form for Residential Uses – Basement Finish, Attachment (A).
- ☐ 2. Two (2) sets of floor plans, per requirements noted in Attachment (C).
- ☐ 3. Print out from the Maryland Department of Assessments and Taxation Real Property Data website [www.dat.state.md.us](http://www.dat.state.md.us).
- ☐ 4. When property is within an incorporated town, paperwork from the town is required before a permit application may be submitted. Contact the town for details.
- ☐ 5. Fees due at time of application:
  - \$ 10.00 Automation Enhancement Fee
  - \$ 28.00 Filing Fee
  - \$ 82.00 **plus** \$0.21 per square foot of area to be finished - Building Fee
  - \$ 52.00 Zoning Review Fee
  - \$172.00 **plus** \$0.21 per square foot of area to be finished TOTAL PERMIT FEE
  - and
  - \$ 50.00 Health Review Fee required if property is served by well and/or septic.

☐ Notarized Letter of permission – the owner or licensed contractor must apply unless the applicant has a notarized letter of permission. The notarized letter of permission must be from the land owner, unless the permission is for a permit service to act on behalf of the contractor, and then the letter will be from the contractor giving permission to the permit service to act as an agent on their behalf.

☐ Walk-Through Permits: Fees are the same as above, except there is no Health Review Fee.

☐ Incorporated Towns: Contact the Permits Office for fees.

**Procedures**

**STEP ONE – APPLY FOR THE PERMIT**

**Where to apply:** Applications are accepted in the Department of Permits and Inspections, at the above address.

**When Applications Are Accepted:** Applications are accepted Monday through Friday, (excluding County holidays) between 8:00am and 3:30pm. To ensure adequate time to complete your submittal, please apply prior to 3:00 pm. Walk-Through Permit applications are accepted between 8:00am and 3:00pm, Monday through Friday.

**STEP TWO – OBTAIN REVIEW APPROVALS** During processing, the permit application will be reviewed by various agencies for their approval. It is important that you check status of the application and address any concerns or requests for additional information promptly.

**Plan Review Timeframes:**

- **Walk-Through Permits.** When the property is not served by individual well or septic, and the property is not within an incorporated town, the application may be processed as a Walk-Through Permit. Walk-Through Permit applications are accepted, reviewed, and issued within the same day, usually within hours.
- **Conventional Permits.** When an application is not eligible for walk-through processing, the review timeframe of the application by Plan Review is one week for their initial review comments for this type of application.

**Agency Review Status:** Review timeframes for agencies outside of the Division of Permitting and Development Review may vary. If additional information is requested by any reviewing agency during processing, a notification is mailed to the applicant. Up-to-date review status may also be obtained via the Frederick County Government website [www.FrederickCountyMD.gov/DPDR](http://www.FrederickCountyMD.gov/DPDR).

**Permit Issuance:**

- **Walk-Through Permits.** When all reviews are completed, the approved permit packet will be prepared and issued when the applicant returns from obtaining approvals.
- **Conventional Permits.** The issued permit will be mailed out to the applicant usually within 24 hours of issuance. The issued permit may be held for applicant pick-up if requested.

The issued Building Permit packet will contain the permit copy, the permit placard to post on the property, inspection procedures, and additional information.

**STEP THREE – OBTAIN INSPECTION APPROVALS**

**Inspections:** The permit packet will contain valuable information regarding the inspection procedures, as well as one set of the reviewed construction plans to be kept onsite. Please read all information included in the packet when you receive it, so your inspection process goes as smoothly as possible.

**Certificate of Completion:** The end result of the permitting process is the issuance of the Certificate of Completion. The Certificate of Completion is issued when all final inspections have been approved and the construction has been approved for use. It is mailed to the applicant of the Building Permit.

---

**Other General Information Regarding Building Permit Applications**

- **Payment of Fees:** All fees must be paid at time of application, by check or cash. Credit or Debit cards cannot be accepted. Permit fees are calculated for each permit application. Each structure, use or permit type require a separate permit application.
- **Building Fee Calculation:** Building fee is charged according to the square footage of unfinished basement area being finished. Any increment of a foot is dropped from the measurements.
- **Transfer of Building Permits:** Building Permits are non-transferable and non-assignable.
- **Related Trade Permits:** Electrical and Plumbing Permits are separate permits with separate fees. The licensed person, or a property owner that passes a Homeowner Electrical or Plumbing Exam and is going to do the work applies for these permits.

- **Time Limitation of Application:** An application for a permit for any proposed work shall be deemed to have been abandoned six months after the date of filing, unless such application has been pursued in good faith or a permit has been issued; except that the Building Official is authorized to grant 1 or more extensions of time for additional periods up to 1 year each. The fee to extend a permit application or a building permit is the minimum permit fee of \$55.00. Each request to extend a permit shall be made in writing with justification and received *in advance* of expiration date.
- **Refunds:** Filing fees are non-refundable and non-transferable. In the case of an abandonment or discontinuance of a project that has been made and, upon cancellation, 50 percent of the fee paid, less the minimum fee may be refunded, provided (1) No construction has occurred, and (2) The request for refund is received prior to the expiration date of the permit. The request must be made on a form provided by the County. Revoked, suspended, expired or invalid permits are not eligible for refunds.
- **Revisions:**
  - Revisions that are in direct response to a plan review comment - The first plan revision or resubmittal is reviewed at no additional charge. The second plan revision or resubmittal is an additional 25% of the original fee, and the third and subsequent plan revision or resubmittal is at 50% of the original fee.
  - All other revisions for Residential Uses are \$28.00.

---

**Contact Information for Building Permit Applications**

General Information.....	301-600-2313
Customer Service Supervisor, Building Permits (processing or fee questions) .....	301-600-1089
Plan Reviewer (for construction plans) .....	301-600-1086
Zoning Reviewer (plot plans, setbacks, use, flood plain, building height) .....	301-600-1143
Environmental Health (well and septic information) .....	301-600-1726
Manager of Permitting Services .....	301-600-1082

FREDERICK COUNTY DIVISION OF PERMITTING AND DEVELOPMENT REVIEW  
 DEPARTMENT OF PERMITS AND INSPECTIONS  
 30 NORTH MARKET STREET  
 FREDERICK, MARYLAND 21701  
 301-600-2313 INFORMATION



A/P #  
 Process  
 Date:  
 Application Reviewed  
 By (initials):

## Building Permit Application for RESIDENTIAL ADDITION AND/OR ALTERATION

### SECTION I: CONTACT INFORMATION

#### Property Owner

Name(s) of person (s) the construction is for:

Current street address for above person(s):

Town: State: Zip:

Daytime Telephone Number:

#### Permit Service

Name of Permit Service when applicable:

Street (mailing address) :

Town: State: Zip:

Contact Person for Permit Service (Applicant/Contact)  
 Phone #

#### Home Improvement Contractor

Company name:  
 (Contractor must apply when contracted to do the work)

Current street (mailing) address for Contractor:

Town: State: Zip:

MHIC license number: Exp Date:

Contact Person for Contractor:

Contractor Telephone Number: Fax #

Contractor e-mail Address:

### SECTION II: PROPERTY INFORMATION

Current Property Owner(s):

Eight Digit Property Tax ID (account) #

Acreage or Square Footage of Property:

Water Type :

Well ☐  
 Community ☐

Sewer Type :

Septic ☐  
 Community ☐

Property Address of Jobsite:

Town: State: Zip:

Subdivision Name: Lot #

Is Property Within an Incorporated Town?

Yes\* ☐  
 No ☐

\*Town paperwork must be submitted with application.

Is there a roadside tree that will be disturbed or removed due to the proposed construction?(A roadside tree is defined as a plant that has a woody stem or trunk that grows all, or in part, within the right-of-way of a public road.)

Yes ☐ No ☐

#### Walk-Through Permits

When property is served by public water and sewer, and property is not within an incorporated town, application may be eligible to be processed as a walk-through permit, if electrical and plumbing permit applications are submitted at the same time as the Building Permit Application.

If you would like to process this application as a walk-through, please check here:  
 Determination will be made by Staff at time of application submittal.

☐

# BUILDING PERMIT APPLICATION FOR ADDITION OR ALTERATION - PAGE TWO OF THREE

Please Complete All Applicable Fields Below for Addition and/or Alteration

Cost of Construction: \_\_\_\_\_  
includes electrical, plumbing, labor & materials

Any Electrical Work Involved? Y ☐ N ☐  
Any Plumbing Work Involved? Y ☐ N ☐

Check all proposed work that applies:	Square Footage
<input type="checkbox"/> covered porch	_____
<input type="checkbox"/> screen porch	_____
<input type="checkbox"/> sunroom	_____
<input type="checkbox"/> slab only	_____
<input type="checkbox"/> carport	_____
<input type="checkbox"/> garage	_____
<input type="checkbox"/> finished area	_____
<input type="checkbox"/> unfinished area	_____

For alterations and remodeling, list names of existing rooms to be **converted** to new rooms (if currently unfinished, list Existing as Unfinished). Do not list new room *additions* here.

Existing	convert to	New

Total square footage of **Alterations**: \_\_\_\_\_

**Additions**  
List all new rooms by name:


Total square footage of **Additions**: \_\_\_\_\_  
Do not include porches, decks, garage, or alterations in addition square footage.

## Construction Details

New Basement?: \_\_\_\_\_  
Bsmt.Egress Type: \_\_\_\_\_  
Building Height: \_\_\_\_\_ feet  
# of New Levels: \_\_\_\_\_ include new basement  
#of New Bedrooms: \_\_\_\_\_  
Total # of Bedrooms: \_\_\_\_\_ when completed

Foundation Wall: \_\_\_\_\_  
Exterior Wall Construction: \_\_\_\_\_  
Exterior Wall Covering: \_\_\_\_\_  
Roof Type (Truss or Rafter?): \_\_\_\_\_  
Roof Composition: \_\_\_\_\_  
Interior Wall: \_\_\_\_\_  
Floor Covering: \_\_\_\_\_

Heating Fuel: \_\_\_\_\_  
Heating System: \_\_\_\_\_  
Central Air Y/N? \_\_\_\_\_  
Chimney Y/N? \_\_\_\_\_  
Fireplace Y/N? \_\_\_\_\_  
Existing Sprinkler? \_\_\_\_\_

If property served by Septic and/or Well, is proposed construction area staked Y/N? \_\_\_\_\_

## Grading Permit Details From Grading Permit

Disturbed Area in Square Feet: \_\_\_\_\_  
Quantity of Cut and/or Fill in Cubic Yards: \_\_\_\_\_

*A minor grading permit is required when quantity of cut and/or fill exceeds 99 cubic yards OR disturbed area exceeds 4,999 square feet.*

Setbacks to property lines/nearest structure:

Front:  Right:   
Rear:  Left:

Any additional information that will aid in the processing of your application:

**IMPORTANT - PLEASE READ CAREFULLY**

The Applicant hereby certifies and agrees as follows: 1) That he/she is authorized to make this application, 2) that the information is correct, 3) that he/she will comply with all regulations of Frederick County which are applicable hereto, 4) that he/she will perform no work on the referenced property not specifically described in the application: 5) that he/she knows that this permit does not include electrical or plumbing work: electrical and plumbing work require a separate permit. Any change without approval of the agencies concerned shall constitute sufficient grounds for the disapproval of a permit. The appropriate revision fee shall be charged.

**Permit Application Extension :**

The permit application is valid for 6 months. The fee to extend an application is the minimum fee. The request must be made in writing prior to the expiration date, with justification. Each extension for an application shall not exceed 6 months.

**Properties Served by County Water and Sewer :**

It is the applicant's responsibility to identify and disclose any water and/or sewer utilities or easements, in, on, or near the proposed improvements. Approval of this permit by DUSWM shall not, on behalf of the BOCC, be construed as a modification or amendment of any water or sewer easement nor constitute permission to encroach thereon. Should an encroachment be found in the future, the cost to remedy said encroachment shall be borne by the property owner.

***Building Permits and Applications for Building Permits are non-transferrable and non-assignable.***

Signature of APPLICANT

Please print name

Connection with application

FY11/Web Packet/Finished Basement/pm



PERMITTING AND DEVELOPMENT REVIEW DIVISION  
FREDERICK COUNTY, MARYLAND  
*Department of Permits and Inspections*

30 North Market Street • Frederick, Maryland 21701  
Phone (301) 600-2313 • Fax (301) 600-2309

PLAN REVIEW SUBMITTAL REQUIREMENTS  
CHECKLIST FOR BASEMENT FINISH

ATTACHMENT (C)

Two sets of framing plans; one set will be returned to you with your approved Building Permit. Plans should be to scale, with scale indicated on plans. If additional information is required for the plan review, you will be notified. If you have any questions concerning these requirements, please contact Plan Review, at 301-600-1086.

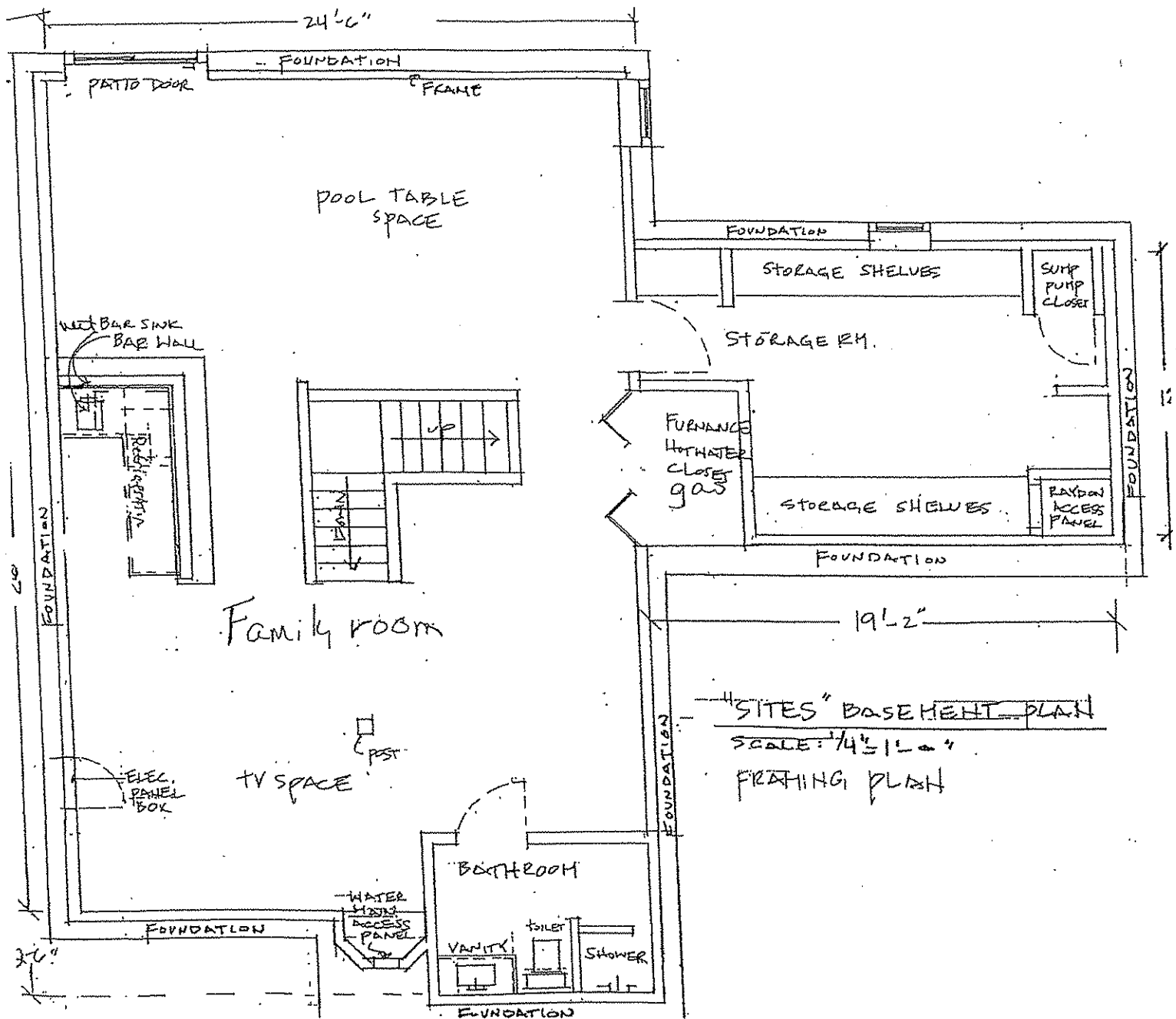
- ☐ 1) Two sets of plans for submittal; one set will be returned to you with approved permit.
- ☐ 2) Construction plans must be drawn to scale; 1/4" = 1 foot is preferred (graph paper is great for this!)

Construction plans shall include the following:

- ☐ 3) Floor plan of the *entire* basement, not just the part that will be finished off.
- ☐ 4) All rooms need to be labeled as to use, including unfinished storage rooms. If there are any existing finished rooms, indicate use of those rooms also and label those as existing.
- ☐ 5) Show existing doors and windows as well as any proposed doors and windows; label sizes of each.
- ☐ 6) Show dimensions of rooms and hallways.
- ☐ 7) Show stairways and label with down arrows. If applicable, indicate accessible storage under stairs with door.
- ☐ 8) Mechanical area needs to be shown with type of mechanical system indicated.
- ☐ 9) Show location of smoke detectors and indicate power source.
- ☐ 10) Wet bar areas must have counter, and any sink, refrigerator, or other major appliances labeled.
- ☐ 11) Indicate type of building materials to be used on walls, ceiling, and floors.
- ☐ 12) Indicate insulation "R" value of walls and ceiling.

*Additional information is available from this department, or on the County website at: [www.frederickcountymd.gov/permit](http://www.frederickcountymd.gov/permit)*

ATTACHMENT C



# SAMPLE FLOOR PLAN